



**Approved 3-21-12**

**SCOTTSDALE PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Civic Center Library  
February 15, 2012 - 3:30 p.m.**

**Members Present:** Doug Sydnor, Chair  
Mark Shimelonis, Vice Chair  
Joan Freund  
Louise Nemanich  
Peggy Sharp-Chamberlain  
Mary Wilber

**Absent:** Carol Padwe, Secretary, excused

**Staff Present:** Bill Murphy, Executive Director Community Services  
Carol Damaso, Interim Library Director  
Kathy Coster, Support Services Sr. Manager  
Aimee Fifarek, Library Technologies & Content Sr. Manager  
Cheryl Thomsen, Senior Management Analyst  
Killeen Sepulveda, Administrative Secretary

**CALL TO ORDER**

Mr. Lison called the meeting to order at 3:28 PM.

**APPROVAL OF MINUTES**

Mr. Sydnor called for a motion to approve the Minutes of the January meeting.

Mrs. Wilber asked that the minutes be corrected to change the verbiage on Page 3 in the Customer Comments section to "customers' requests for academic courses on DVD."

Mr. Shimelonis so moved; Mrs. Sharp-Chamberlain seconded, and the motion passed 6-0.

**PRINCIPLES FOR CIVIL DIALOGUE**

A presentation was given by Cynthia Wenstrom, outlining the Principles for Civil Dialogue as developed by Scottsdale Leadership and the Proclamation from Mayor W.J. "Jim" Lane. She explained the options of endorsement and adoption and spoke about other organizations that had endorsed or adopted the principles.

**LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))**  
***Monthly Statistical Report – Cheryl Thomsen***

	<u>January 2011</u>	<u>January 2012</u>	<u>% Change</u>
Physical Items Circulated	320,202	280,969	-12%
Attendance	146,268	127,716	-13%
Digital material Circulated	7259	13,976	+93%
WiFi Usage	3858	4869	+6%

In January 2012, the library held 246 Youth Programs with attendance of 4,573 youths. Seventy-nine (79) Adult Programs were held with 1,585 adults attending. Volunteers donated 3,227 hours to library services valued at \$60,773. In the Library Book Sale Special Revenue Account, January income from sales was \$13,866. Public access computers were used 43,101 times and 165,304 users accessed the library's website.

***Library Interim Director's Report – Carol Damaso***

Community Services Executive Director, Bill Murphy, spoke about the potential bond and the library's involvement in it. He explained that City Council appointed a Bond Task Force that will conduct 13 meetings at 8 different sites. A website has been launched with information about the bond, and there will be a presentation to the public on February 22, 2012 at the Via Linda Senior Center at 5:00pm. There will also be a joint work study session with City Council on March 27, 2012 at 4:00pm. Ms. Fifarek provided additional information about what the library could receive if the bond is approved. This included rewiring the technology infrastructure, security gates, upgrades to equipment and computers in meeting rooms and additional support for the Library's inventory management system (Millennium).

Mrs. Damaso spoke about the public art display at Appaloosa Library, which will be up until May 3, 2012.

Mrs. Damaso explained that the City looks at fines and fees on an annual basis, and that there was an increase in meeting room fees back in 2010. The fees are broken down by square footage, but the rental of Extra Small (XS) rooms was priced the same as a Small room. The Library has decided to ask that XS room rates be lowered to reflect the smaller size.

The annual Hearts and Flowers luncheon for volunteers was held on February 3, 2012 and was a success. Mrs. Freund commented that she thinks this is a terrific event and for next year suggested that there be more specific information given on how much the volunteers contribute to the library, the amount of dollars brought in by volunteers and how the money is spent.

The Palomino Intergovernmental Agreement audit will be presented to the Council Audit Committee on February 27, 2012 at 4:00pm.

Mrs. Damaso spoke about the number of incidents throughout the library system last year, which was 337 incidents, including teens. This involved calling the Police 63 times and the suspension or trespass of 29 individuals. The incident rate was .02%. Mrs. Damaso agreed to send the 2011 Incident PowerPoint to the Library Board. Mrs. Damaso also mentioned that the new Code Adam policy regarding a lost child went into effect in January 2012.

The renovation of Civic Center Library is ongoing. The entire project should be complete within 3 weeks.

The Mustang Library branch manager recruitment is complete and the selection will be announced shortly.

Ms. Thomsen spoke about comparing regional statistics, and explained that she would not have access to those numbers until May or June 2012.

***Customer Comment Report – Carol Damaso***

January 2012 customer comments were presented. The Library Board commented that they appreciate the high level of customer service given when responding to customer complaints.

**GIFTS AND MEMORIALS DONATIONS**

The topic of website donations was discussed; Mrs. Damaso explained that too many staff hours are being used to dedicate a book for \$25. She would like to simplify the process and the Library Board agreed that they are okay with streamlining the process.

**LIBRARY BOARD QUARTERLY REPORT**

It was discussed that the Library Board have 3 quarterly reports and one annual report at the end of the calendar year.

**ROTATION OF MEETINGS AND ENCOURAGING COMMUNITY INVOLVEMENT**

The Library Board discussed the idea of holding at least one board meeting at each branch this year. At the end of this year, it will be reviewed and decided if it will be done the same next year.

**RASSNER LIBRARY ENDOWMENT DISBURSEMENT**

Mrs. Sharp-Chamberlain called for a motion to approve the Endowment Disbursement, Mrs. Nemanich seconded, and the motion passed 6-0.

**ANNOUNCEMENTS, ISSUES FOR FUTURE DISCUSSION**

Mr. Sydnor asked that the Board discuss 1) Budget; 2) an update on the Discovery Zone; 3) the Bond issue; and 4) a new sculpture to go in at Appaloosa Library.

**OPEN CALL TO THE PUBLIC**

Mrs. Martha Ecton expressed the opinion that the reason we do not have more public involvement in Board meetings is because we are service oriented and not as competitive as other Boards.

**ADJOURNMENT**

With no further business to discuss, being duly moved and seconded, the meeting was adjourned at 5:19 PM.

Respectfully submitted,

Killeen Sepulveda, Administrative Secretary